LBNL Foreign Travel Information For Gelco

The following information should be entered on the "Itinerary" screen:

DESCRIPTION FIELD (Located in "Trip Information" section):
For each itinerary provide details about the activities to be conducted. Include information on subject matter to be discussed on collaborations, titles or subject matter on presentations, papers, posters, etc.

If travel is for a formal Conference, Symposium, or Workshop, enter the official name of conference, workshop, etc. and provide URL address if applicable.

If DOE funded (salary and/or expenses), enter names and organizations of other personnel with whom the traveler is traveling as a team member.

REMINDER: Always enter city where business will be conducted or where the conference will be held, not the airport city.

COMMENTS AREA (Located in "Departure and Return Information" section):
Enter the benefits of this trip to the Laboratory, program or project, DOE or traveler. Benefits should justify the need to travel.

Enter the host contact name and day phone number, including the country and city codes, and the name of facility to be visited for each itinerary.

If DOE funded (salary and/or expenses), enter the after hours point of contact name/hotel and telephone numbers during the traveler's stay for each itinerary.

If the employee's salary will not be charged to the same project ID, identify the project ID that will be charged. For non-DOE funded travel, or travel expenses paid by the host, enter the project ID that will be used for salary.

If another institution is paying for some/all of costs, enter the name of the institution and the amount.